

## APPLICATION PACKET INSTRUCTIONS

### CDP Multi-Species Application Format Checklist

CDP APPLICATION FORMAT CHECKLIST	Location
<b>I. Executive Summary</b>	
A. Name of Applicant.	
B. Table of total CDQ and PSQ allocation request in percent (PSQ request for 2 <sup>nd</sup> tier only).	
C. Communities represented within the application.	
D. Description of the managing organization.	
E. Goals/objectives and milestones of the CDP.	
F. Description of the CDP projects in the proposed CDP.	
G. Management strategy to accomplish CDP projects.	
H. Description of the target fisheries.	
I. Harvesting & processing partner information.	
J. Benefits to the region.	
K. Level of local participation.	
L. Other.	
<b>INTRODUCTION</b>	
<i>Part One. Community Development Plan Application Information</i>	
<b>I. Demographic Information</b>	
A. Availability of work force from communities.	
B. Number and percentage of low-income persons residing in each participating communities.	
C. Current fisheries infrastructure in the region, including:	
1. Barriers to entry into existing fishing industry.	
D. Other demographic information which may assist in the evaluation of the application.	
<b>II. Community Information</b>	
A. List of eligible communities, including:	
1. Population;	
2. Economic Conditions of each community; and	
3. CDQ group's outreach plan for each community (appropriate to describe in Part II, Section 1; Active Non-Profit Project(s)).	
B. Letter of support by governing body of a community for the CDQ group and managing organization (if managing organization is not the applicant).	
C. How the CDP would use or enhance existing:	
1. Harvesting capabilities;	

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2. Processing capabilities;	
3. Support facilities; and	
4. Human resources.	
D. Other community information which may assist in the evaluation of the application.	
<b>III. Benefits to the Region</b>	
A. Goals of the CDP.	
B. Economic opportunities provided through employment from CDQ projects.	
C. How the CDP will generate new capital and/or equity for fish or processing opportunities.	
D. Efforts taken to include residents from non-CDQ regions (where appropriate).	
E. Stimulation on Alaska's economy in both CDQ and non-CDQ communities.	
F. Cooperative efforts with other CDQ groups (where appropriate).	
G. Benefits to the Bering Sea/Aleutian Island region.	
H. Other information which may assist in the evaluation of the application	
<b>IV. CDQ Organization Information</b>	
A. Provide evidence that applicants are qualified as required under 50 CFR 679.2 CFR 50 679.	
B. Managing Organization Qualifications:	
1. Description of management structure;	
2. How management is qualified to:	
a) Carry out CDP projects, and	
b) Manage the harvest of CDQ allocations while preventing CDQ & PSQ overages;	
3. List of key personnel, including contract personnel with:	
a) Resume with name, address, references, phone and fax numbers, and contract information, including summary of salary and benefits for key personnel per (6 AAC 93.025 (a)(10)) [include salaries, detail of benefits, bonuses, and total compensation packages for the top five personnel, top five consultants and or contractors, and top five board members for CDQ group and all subsidiaries];	
b) Return of Organization Exempt from Income Tax (IRS Form 990);	
c) U.S. Corporation Income Tax Return (IRS Form 1120); and	
d) Employment and or consulting contracts greater than \$100,000 annually.	
4. Legal relationship between CDQ group and managing organization (if different):	
a) Contracts or other binding agreements;	
5. List of Board of Directors, including:	
a) Name, community, address, phone number, commercial or subsistence fishermen status, and	

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b) Letter of support or election results from communities;	
6. How management's past performance has improved your regions:	
a) Employment levels,	
b) Training, educational and human resource advancement,	
c) Social and economic wealth, and	
d) Ability to compete in the Bering Sea fishing industry.	
C. Business Information:	
1. Organization chart of all divisions, subsidiaries, joint ventures, and partnerships, listing (if applicable):	
a) Legal structure, state of registration, and percentage of ownership, and	
b) Legal documents regarding the relationships within the chart;	
2. Investment policies for the following items:	
a) For-profit projects,	
b) Infrastructure projects,	
c) Fund/cash management project, and	
d) Other projects;	
3. Most recent audited consolidated income statement, balance sheet and cash flow statement;	
4. For each business relationship, including joint ventures, partnerships, loans, corporations, and harvesting/processing arrangement, provide legal/contractual description of:	
a) The relationship, including:	
(1) Management services, and	
(2) Audit control services;	
b) All funding and financing plans, including;	
c) Distribution of proceeds, including:	
(1) A summary of all profit sharing and/or royalty arrangements; and	
d) Other contractual agreements including legal, lobbying, audit, accounting, allocation management, investment research, fund management, and similar services per 6 AAC 93.025(a)(10).	
D. Harvest/processing management information:	
1. For each target fishery, provide:	
a) Harvesting and/or processor information,	
b) How gear type will conserve and maximize utilization of resource,	
c) Support for bycatch and PSQ allocation requests:	
(1) plan to reduce bycatch and discards,	
d) Past bycatch and discard data,	
e) Past and proposed utilization data, products and yield, including:	
(1) Plans for creating full retention and utilization of quota,	
f) Past and proposed inshore and offshore deliveries,	
g) History of fishery violations (if applicable),	

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h) Processing information,	
i) Marketing information, and	
j) The RFP (or like process) engaged in when developing harvesting / processing partner relationship.	
E. Other CDQ organization information which may assist in the evaluation of the application.	
<b>V. CDQ Planning</b>	
A. Transition plan from CDQ program to self-sufficiency in eligible CDQ communities.	
B. Post allocation plan / Provide information on Long Term Development Strategies.	
C. Other CDQ planning information which may assist in the evaluation of the application.	
<b>VI. Confidential petition and stamped confidential pages</b>	
<b>INTRODUCTION</b>	
<i>Part Two. Community Development Plan Information</i>	
<b>I. Community Development Information</b>	
A. Community Development Project	
1. Provide a CDQ project form for all:	
a) Proposed For-Profit projects,	
b) Active For-Profit projects,	
c) Proposed Non-Profit projects,	
d) Active Non-Profit projects,	
e) Proposed Infrastructure projects,	
f) Active Infrastructure projects,	
g) Proposed Fund/Cash management projects,	
h) Active Fund/Cash management projects, and	
i) Administrative efforts.	
B. Comprehensive Milestone Table for all:	
1. Proposed projects listed in Part II, Section A; and	
2. Active projects listed in Part II, Section A.	
<b>II. Budgets</b>	
A. General budget for entire CDP period by calendar year, including:	

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1. Income from all CDQs and CDP projects; and	
2. Expenditures for all projects and administration.	
B. Detailed current year annual budgets listing:	
1. Income from all CDQs and CDP projects as reflected in the projects listed in Part II, Section A, and see Attachment 6, Table 2;	
2. Expenditures from the CDQ group as reflected in the projects listed in Part II, Section A; and	
3. Administrative expenses - detailed with administrative expenses by project, and see Attachment 6, Table 1.	
<b>III. Fish Plan</b>	
A. Table of total CDQ and PSQ allocation request in percent (PSQ request for 2nd tier only).	
B. Table of necessary CDQ target and bycatch quota, and PSQ quota requests by target fishery in percent.	
C. For each target fishery, provide the following forms for each proposed vessel or processor to be used:	
1. Fishing Plan for Motherships and Catcher/Processors Using Trawl Gear;	
2. Fishing Plan for Catcher/Processors Using Non-Trawl Gear;	
3. Fishing Plan for Catcher Vessels 60 feet LOA or Greater Using Trawl Gear Except Vessels Delivering Only Unsorted Codends to Another Vessels;	
4. Fishing Plan for Catcher Vessels 60 feet LOA or Greater Using Non-Trawl Gear;	
5. Fishing Plan for Catcher Vessels Less than 60 feet LOA Using Any Gear and Catcher Vessels of any Length Delivering Only Unsorted Codends to Another Vessels; and	
6. Fishing Plan for Shoreside Processors Taking Deliveries from Catcher Vessels Groundfish CDQ Fishing.	
D. For each crab target fishery, provide:	
1. CDQ organization contact, including:	
a. Name, address, phone and fax numbers;	
2. Plan to prevent overages;	
3. A description of the target fishery:	
a. Proposed fishing periods (be specific on start and stop days),	
b. Gear storage plans,	
c. Number of pots,	
d. Tank inspections, and	
e. Any other pertinent information;	
4. Vessel information:	

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a. Harvesting partner, including contact name, address, phone and fax numbers,	
b. Vessel name,	
c. Federal permit number,	
d. ADF&G vessel number,	
e. Length over all (LOA),	
f. Vessel type,	
g. Will vessel also fish in the main License Limitation fishery,	
h. CFEC card number (when known),	
i. USCG safety approval,	
j. MCI or equivalent MARSAT communication capability, and	
k. Vessel diagram showing:	
1. Location of observer accommodations, including sleeping and work areas,	
2. Weighing station, and	
3. Observer sampling station; and	
5. Shoreside processor/Buying station information:	
a. Processing partner, including contact name, address, phone and fax numbers,	
b. Proposed delivery site, and	
c. Other information as required.	